

Demo_1_Accessing_The_CMV_Final_Fix

Hello and welcome to the Corporate Meta-Data Repository Demonstration. My name is Lydia Ferguson and I am a land and resources information application specialist at the Idaho state office. I have worked in the lands and minerals programs for 22 years.

And my name is Emma Green. I am a land and resources information specialist at the Idaho state office and I have worked in the lands and minerals program for 34 years.

The CMR contains all of the codes and data standards that we use in LR2000 to input data and derive reports. Using the codes according to the data standards ensures quality data that is consistent across all offices and states. This is how we can assure that get consistent results for our reports. If data is not entered correctly then the reports can't be relied on for accuracy and making decisions either within the Bureau, for other agencies, or the public. Now that you know why accessing the CMR is so important; let's take a look at the purpose for our demonstration.

The purpose of our demonstration is to show how to access the CMR and locate data standards that apply to LR2000 records. Now that you know what our purpose is for this demonstration; let's take a look at what we will be covering.

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In this demonstration we will cover: how to access the CMR, how to access the data element domain codes, how to access the data standards, and how to download files to your computer. Now that you know what we will be covering; let's begin by demonstrating how to access the CMR.

The first thing we are going to do is open a new Internet Explorer window. Type web.blm.gov/CMR in the URL or address line and click enter on your keyboard. There are two areas that you will regularly access in the CMR. The first is data standards. This includes instruction memos, handbooks and other documentation that provides guidance for standardized data entry. The second is reports. This was formally known as the data element dictionary and contains the codes definitions and formatting for the data that we enter into the various automated systems used within the BLM.

Now we will look at the data standards. To do so you will scroll down to the bottom of the page and click on the hyper link entitled data standards. You have the choice of searching by subject code or category. The subject code is derived from the code of federal regulations, specifically the 43 CFR set. These codes are then used to set the case types that we use in LR2000. For example, if you were to look up the regulations for rights of way you would turn to 43 CFR 2800, and in LR2000 all case types pertaining to rights of way are comprised of six numbers which all begin with 28.

The same goes for the oil and gas cases; you would find those regulations in 43 CFR 3100 and those case types begin with 31. To get to the data standards for your case type click on subject codes.

Notice that the headings are broken down by the main categories and then subcategories within those. For instance all land subjects begin with 2 and mineral subjects begin with 3. To access the original data entry standards for the lands cases you will click on the category number 2000.

The next window that appears is entitled library contents. You will notice that there are several instruction memo links located here. We will cover those in just a bit. I'd like for you to notice the last item on the page. Yes I know that it is from 1995 but it is still current except for updates that have been implanted through IMs throughout the years. Attachment one contains the data standards and attachment two contains some action remarks. You will click on attachment one.

The document is in PDF format and the table of contents is hyper linked to the data standards for each case group. You will now click on the link to the 2800 right of way standards. All of the data standards follow this format. First you have the data entry requirements, then the serial number format, place type, proprietor, commodity code and interest relationships for the proprietor or costumer as it is called now. Following that are the action codes that are required for the serial register page. If you go back to the library contents page

you can see that some of the data standards have been superseded or modified to add new codes that have been developed in our program focus and needs have changed.

Guidelines specific to programs such as rights-of-way are under more specific headings. So now we'll go back and click on the subject codes again, and we will go down to the 2800 case group and click on rights-of-way. The rights-of-way memo list is quite lengthy so we will just not a few of the memos that affect LR2000. Since the memos are sorted with the newest on top let's start at the bottom. IM 2000-171 directed us to begin using a new commodity code 972 for fiberoptic facilities.

Now that you've reviewed the documents for your program the second area we will look at is reports. This was formerly known as the data element dictionary and contains the codes, definitions and formatting for the data that we enter into the various automated systems used within the government.

The first thing we are going to do is open a new Internet Explorer window. Type web.blm.gov/CMR and the CMR has to be capitalized in the URL or address line and click enter on your keyboard. To use Brio Reports it is best to have the Brio 9 plug-in installed on your computer. Contact your local IT staff to determine if you have the plug-in installed or if you need to have it done. The CMR Brio Reports contains data elements which includes codes that are used to populate

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fields in automated systems. We are going to discuss those that pertain to LR2000. Click on the reports hyper link to access the data element reports. If there is a need to abbreviate words in narrative fields, such as action remarks in case recordation, standardized abbreviation should be used if available. To find those abbreviations click on the abbreviations and glossary option then click on the run report button. A new window opens. Follow the steps. Always click the reset selection criteria first to clear out any preset criteria that may have been left over by a previous user. For demonstration purposes we will look at the abbreviation for campground. Click on the abbreviation name button then scroll down to campground and click on it to highlight the word. Here's a tip, if you will type the first letter of the word that you're looking for, such as "C" for campground, it will take you to the beginning of the Cs, and another tip is to drag the diagonal lines in the selection window to increase the window size. Here we'll find campground. Now click on the OK button and you will see that the name is campground and the abbreviation, the official abbreviation is "CPG".

Now click on the name menu in the sections field to return to the selection criteria window. This time we will look at the glossary field. So click on the reset criteria button and then click on the glossary button. Click on show values if it's not already selected and then enlarge the selection window. Then scroll down and highlight mineral patent application and click OK. Here is the resulting report. Click on the "red X" in the upper right hand corner of the screen to exit

abbreviations and glossary page. When prompted save changes click “no”.

Click the return to report menu button.

Now that we’ve reviewed the abbreviations and glossary we will look at the data element reports. These are the data elements that relate to case recordation.

Many of the data elements do not have codes attached to them, but they do explain how the field is used. For instance data element 3138 describes the use of the acreage field. There is no code because the field is populated with the acreage attributed to the case that is being recorded. However other data elements, such as action code and case type contain codes that are used to populate those fields. **Pause this video now and click the link on this page to access the list of data elements.** After you have reviewed the list you can minimize or close the document and start the video again.

Now we will generate reports for data elements used in LR2000. We will click on domain code and then we will click on run report. We will click on the reset selection criteria button and then we will click on the element number in step 2. Choose a data element from the list. For this demonstration we will choose data element 2910; action codes. I can scroll down to this one or I could’ve also clicked on custom values and just typed in 2910, and then I will click on process report in step 3. After the report is processed, choose a format in step 4 that best fits your needs; they are all available in the results screen.

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We advise you to use the domain reports to look up codes and definitions rather than printing a paper copy that would come outdated, but if you want to print a copy make sure you check for update regularly. Washington office instruction memos will inform you when changes to codes are implemented.

If you choose to keep a local copy of the data element, remember that it is a static copy and there could've been changes made to the official version. It's best to replace yours at least once a year. These will mainly affect case recordation action codes data element 2910 and case types data element 2912. There are two options that I recommend for exporting a data element. You can export it as an Excel spreadsheet or in PDF format. They each have advantages according to the data element that you are downloading. If you are using the data elements for your state's data only, in other words you don't run reports for other administrative states, then I recommend that you use the Excel format for data elements such as county codes 0002. By exporting these to a cell you can remove the codes that don't pertain to your admin or geographic state; making sure the report is much smaller. For instance data element 0002 is an 88 page document, but Idaho's counties will fit on one page. PDF format is best for the data element with hundreds of codes such as: action codes, case types, and commodities that are used by all programs because PDF is easily searchable.

To export a file to Excel format, click on file, export, section; choose the location where you want to save the file then create a file name. Change the save as

type field to Excel then click the save button. To export a file in PDF format, click file, export, section; then save the file in the desired location and change the save as type field to PDF then click the save button.

Since the BLM changed the 10 character organization codes; you will not find them under reports in the CMV. They are located under standard elements in the CMV; so we will exit the domain code reports by clicking on the "X" in the upper right hand corner of the screen. Then we will click "no" for save changes and then we will return to the CMV home page. Then we will click on the link for standard elements. We will scroll down to the organization code and click on the word "details"; the link right next to organization code. Then we will click on "valid values" and we will scroll down to our state's organization codes. You can scroll down to yours and then you can view them. If you want to review details you can click again here on the details. These codes replaced the old organization codes in data elements 1428 and 2929. When you are finished, scroll to the top and click on the CMV home page. We will now conclude this demonstration.

Hello again this is Ema Green and I am going to wrap up this lesson demonstration. If you'll remember our purpose was to demonstrate how to access the CMV and locate data standards that apply to LR2000 records. We did just that; in fact, we covered several important topics to assist you with the entire CMV process.

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In this lesson we covered: how to access the CMR, how to access the data element codes, how to access the data standards and how to download files to your computer. First we covered how to access the data element domain codes. Remember that we click on the reports option first, then domain codes to get the data elements. There are other choices that look similar but will not yield the same results. You can explore the other options at your leisure. Also remember to always click the reset selection criteria button before setting the limiting criteria. Next we showed you how to access the data standards. Remember to click on the data standards option first. Then choose the subject code option to navigate to the case groups. Also remember that all of the original land standards are listed under subject code 2000, but the minerals data standards are listed by the case group. Instruction memoranda are listed under the appropriate subject code. Finally we showed you how to download them to your computer, remember.

Our course goal was to be able to use the tools in the CMR to determine the correct case types and action codes to use when querying LR2000 data. You now have the ability to locate data element domain codes along with the data standards which use them. You can also download these tools for future use if you choose.

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Now that we have reviewed these steps for accessing the codes and standards, let me finish by saying as you continue on through all of these demonstrations. Keep in mind our goal is to show you how to use these tools to determine the codes to use in your selection criteria to query LR2000 data.

Remember that your reports will only be as accurate as the data that has been entered. For those of you who also perform data entry functions please use these codes according to the data standards set forth by the various instruction memoranda which are located in the CMR. Having said that, let's move on to our next demonstration, entering case data.